

CHICAGO LANDMARKS



PERMIT APPLICATION AND PRE-PERMIT SUBMISSION REQUIREMENTS

The Commission on Chicago Landmarks reviews all permit applications for work to designated and proposed Chicago Landmarks and for work within designated and proposed Chicago Landmark Districts. The purpose of the Commission's review is to ensure that the proposed work will not adversely affect the significant historical or architectural features of the landmark or landmark district.

Review of Permit Applications

The permit review process is set forth in the Chicago Landmarks Ordinance, Sections 2-120-740 through 825, of the Municipal Code. An overview of the process, as well as the procedure and standards for review, is contained in Article III of the Commission's *Rules and Regulations*. In addition to the standards and criteria contained in the *Rules and Regulations*, the Commission has adopted the *U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* and the Commission's own *Guidelines for Alterations to Historic Buildings and New Construction*. Copies of these documents are available from the Commission offices and the Chicago Landmarks website.

To the extent not already included as part of the permit application, the attached submittal checklist identifies what information must be submitted as part of a permit application. The Commission's review process cannot be initiated for incomplete applications. Also, while most permit applications can be reviewed at the staff level, some types of projects may need to be reviewed by the Commission or its Permit Review Committee. Questions about the required submittal information or the permit review process should be directed to Commission staff.

Pre-Permit Submissions

The Commission encourages applicants to seek its advice and guidance before filing a permit application. A pre-permit submission can clarify landmark requirements for the applicant and help expedite the Commission's review during the permit application process. While the Commission staff can provide direction on most projects, some types of proposed work are reviewed by the Commission or its Permit Review Committee at a public meeting—for example, new infill construction projects, demolitions requiring City Council review, and building additions, dormers and rooftop additions depending upon their visibility from the public way.

The attached submittal checklist and information identifies the types of projects reviewed by the Commission or the Permit Review Committee and what information must be included as part of a pre-permit submission. The pre-permit review process is contained in Article III, Section C, of the Commission's *Rules and Regulations*, and the standards and criteria are the same as for the review of permit applications.

The Commission staff publishes a meeting schedule and submittal deadlines for pre-permit review. At the direction of the Commission staff, applicants may need to attend a community meeting or otherwise provide the public with the opportunity to be informed about the project prior to review by the Commission or the Permit Review Committee. Questions about the required submittal information or the pre-permit review process should be directed to Commission staff.



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SUBMITTAL CHECKLIST – PERMIT APPLICATIONS

All submitted information regarding proposed work must completely, clearly and accurately represent the project, in terms of both existing and proposed conditions and the effect of the proposed work on the landmark. To the extent not already included as part of the permit application, the required submittal information for typical types of proposed work is identified below.

The Commission encourages applicants to contact the Commission staff prior to submitting an application to ensure that the application will include all the necessary information. For types of proposed work not identified below or involving unusual conditions, additional information may be required by Commission staff beyond what is here identified. In other instances, such as minor projects or work which will not adversely affect the significant features of the landmark, the staff may determine that some of the information or indicated level of detail is unnecessary if the submittal provides all the information otherwise necessary to review the project. Contextual and background information previously provided as part of a pre-permit submission is not required to be re-submitted as part of a permit application.

Alterations and other work *involving siding, masonry, roofing, windows, doors, skylights, decorative features, signs, awnings and canopies, storefronts, interior renovations, designated interior features, fences and walls, lighting fixtures, mechanical equipment, driveways and curb cuts, etc.*

- ☐ Information on existing conditions, such as photographs, details, drawings and/or material samples; if the historic features or conditions are unclear, archival materials, historical information, and/or physical evidence, as available and applicable to the proposed work, or information on comparative historic conditions, e.g., similar properties in a landmark district or designed by the same architect.
- ☐ Information on the proposed work, such as specifications, details, product literature, shop drawings, manufacturer's cut sheets, sections, and/or other drawings; and material samples and/or mock-ups.
- ☐ For some projects: a location diagram, site plan, replacement unit count, elevations, and/or other drawings to identify the location and extent of the proposed work; and construction phasing information.
- ☐ Any building or zoning code issues/assumptions, if applicable, regarding the proposed work.

For the following types of work, the above information needs to include:

- **New Windows:** Large-scale (preferably full-scale) side-by-side drawings of the existing and proposed windows for each window type, to include elevations, cross and longitudinal sections, and details, as necessary, all dimensioned and to scale. Sections to include profiles of sashes, any mullions or muntins, meeting rails, sills, brick molds, and headers/lintels. If the existing windows are modern replacements, drawings of the existing windows may not be required. Manufacturer's product cut sheets, depending on their scale, completeness, and level of detail, may be accepted in lieu of drawings of the proposed windows. In some cases, staff may request submission of mock-ups or sample window unit. For skylights, information on visibility from the public way, such as additional photo views, roof plans, and on-site mock-ups may be required.
- **New Doors/Garage Doors:** Information and drawings similar to that required for windows.
- **Masonry:** For tuckpointing and repairs, specifications, mortar joints/profile, and patching/repair details. For cleaning, specifications and product/testing information. In some cases staff may request a control sample, test patch, and/or mortar analysis; and shop drawings and/or material samples for replacement units.
- **Roofing:** Additional information, materials samples, and drawings about roofing materials, flashing, gutters, downspouts, parapets, and/or other details or related features may be required.
- **Driveways/Curb Cuts:** Site plan, with dimensioned driveway and curb cut/apron widths.
- **Other:** For designated interiors, storefronts, interior alterations, rooftop appurtenances, signs, awnings, and canopies, site plans, floor plans, roof plans, elevations, sections, and details are generally required. For storefronts and interior alterations, sections shall be provided indicating dropped ceilings/soffits, with dimensions. For signs, lighting, awnings and canopies, information on method of attachment, any illumination, and raceways or conduit. For mechanical equipment and

rooftop equipment and appurtenances, information on visibility from the public way, such as sight-line drawings and on-site mock-ups may be required. For architectural accent lighting, mock-ups may be required.

Building Additions, Rooftop Additions, Dormers, Porches, Decks/Roof Decks

- ☐ Existing and proposed drawings, to include existing site survey, site plan, floor plans, elevations, roof plan, and cross and longitudinal sections; a demolition plan and, as applicable, engineering reports or studies and/or a construction phasing plan.
- ☐ Photographs of the subject property and other information on existing conditions, such as details, drawings and/or material samples, as applicable to the proposed work.
- ☐ Information on proposed exterior features, such as windows, doors, skylights, railings, exterior materials, finishes and details, etc., as identified above for Exterior Alterations.
- ☐ If not previously submitted as part of a pre-permit submission, the background and contextual information identified under Submittal Requirements – Pre-Permit Submissions.
- ☐ Any building or zoning code issues/assumptions, if applicable, regarding the proposed work.
- ☐ Demolition approval, if required, by the Commission and the City Council.

New Infill Construction Projects and Garages

- ☐ Proposed drawings, to include existing site survey, site plan, floor plans, elevations, roof plan, and cross and longitudinal sections.
- ☐ Photographs of the subject property.
- ☐ Information on proposed exterior features, such as windows, doors, skylights, garage doors, railings, exterior materials, finishes and details, etc., as identified above for Exterior Alterations.
- ☐ If not previously submitted as part of a pre-permit submission, the background and contextual information identified under Submittal Requirements – Pre-Permit Submissions.
- ☐ Any building or zoning code issues/assumptions, if applicable, regarding the proposed work.
- ☐ Prior issuance of a demolition permit and demolition approval of the Commission and the City Council.

Demolition

- ☐ Existing site plan or site survey.
- ☐ Photographs of the subject property.
- ☐ Information about the subject property, such as date of construction, information on alterations and/or additions, to the extent known, etc.
- ☐ Demolition approval by the Commission and the City Council, if required pursuant to Sec. 2-120-825 of the Municipal Code.

All Projects – General Requirements

All drawings shall be drawn to scale, be dimensioned, and clearly and accurately represent the project:

- Site plans shall include: building footprints with front, side and rear yard dimensions; garages, driveways, parking, and curb cuts; outlines of neighboring buildings; and location of fences and other structures. For

additions, existing, demolished and new portions of building, all dimensioned. For porches, setbacks are measured to the faces of the porch and the building. A professional survey may be required by staff.

- Demolition plans shall accurately show the portions of the existing building to be removed. Proposed floor plans, elevations, roof plans and sections should clearly indicate existing and proposed work.
- Elevations should indicate materials, windows and doors, railings, accurate details and other features. Additional details shall be provided as necessary. Height and elevation marks shall be indicated, including heights from grade to top of eaves, ridge, roof, parapet, etc. A professional survey of building heights may be required by staff.
- Sections should indicate floor-to-floor heights (and head clearances under sloped roofs), overall building heights (from grade to eaves, ridges, parapets, etc.), heights of dormers (with both exterior dimensions and interior head clearances, as applicable), railing heights, etc. Additional details may be required by staff.
- Site plans, floor plans, roof plans, elevations, sections and other drawings shall include, whether existing or proposed, mechanical/HVAC equipment, vents and grilles, utility equipment, gutters and downspouts, rooftop appurtenances, lighting fixtures, awnings and canopies, and signage. Ceiling heights, soffits, partial and full-height walls, and other obstructions behind doors, windows and storefronts shall be included on all drawings. Window and door schedules may be required. Additional details for eaves, gutters/downspouts, plaster reglets, control joints, reveals, soffits, returns, surface-applied materials, etc., shall be provided.

Other:

- Applications which do not meet building code and zoning code requirements may be deemed incomplete by Commission staff pending revisions to bring the projects into compliance or applicable approvals by the Building Board of Appeals, Committee on Standards and Tests, Zoning Administrator, Building Official, Executive Director of the Department of Construction and Permitting, the Commission, or the City Council.
- Access for on-site inspections of conditions prior to or during construction, test samples or patches, project mock-ups, etc., shall be provided for Commission staff, if requested.

SUBMITTAL CHECKLIST – PRE-PERMIT SUBMISSIONS

The Commission or its Permit Review Committee, depending on the scope of the project, reviews the following types of proposed work on a “pre-permit” basis:

- New infill construction projects.
- Garages on corner properties.
- Building additions, dormers, and rooftop additions, unless deemed by the Commission staff to be minimally visible from the public way. Unless on a corner property, rear additions to buildings on standard-width Chicago lots and/or which otherwise continue the massing (i.e., side yard setbacks and height) of the building will generally be deemed by the staff to be minimally visible from the public way.
- Signage requiring City Council approval due to its size or height above grade.
- Driveways and curb cuts.
- Demolitions of 40% or more of a primary building, pursuant to Sec. 2-120-825 of the Municipal Code.
- Projects otherwise referred by the Commission staff, such as but not limited to those involving unusual conditions or circumstances, or which do not meet the Commission’s adopted standards and criteria.

All submitted information regarding proposed work must completely, clearly and accurately represent the project, in terms of both existing and proposed conditions and the effect of the proposed work on the landmark. The required submittal information for pre-permit review is identified below.

For types of proposed work not identified below or involving unusual conditions, additional information may be required by the Commission staff beyond what is here identified. In other instances, the staff may determine that some of the information or indicated level of detail is unnecessary if the submittal provides all the information otherwise necessary to review the project. The Commission encourages applicants to contact the Commission staff prior to submitting an application to ensure that it will include all the necessary information.

The Commission staff publishes a meeting schedule and submittal deadlines for pre-permit review. Note that, at the direction of Commission staff and depending on the landmark or landmark district, most projects require a “community review”—typically a prior presentation at a community meeting or other submission so that the public has the opportunity to be informed about the project prior to the public meeting. It is solely the responsibility of the applicant to ensure that the “community review” occurs in time for a scheduled meeting.

All Projects – Submittal Requirements

- ☐ Project Information Form (attached), to include address, description, applicant/owner name and contact information, architect/designer name and contact information, and primary contact person and contact information.
- ☐ 15 sets of drawings (11” x 17”) and one large-size set of drawings (24” x 36”).
- ☐ Information on the existing conditions and proposed work, as identified below, depending on the type of project.
- ☐ Background and contextual information identified below, depending on the type of proposed project.
- ☐ As directed by Commission staff, the “community review” requirements have been met.

Additional information:

- Drawings submitted as part of a pre-permit review are generally preliminary or concept drawings, rather than a complete set of architectural drawings. The information must still be substantially complete and accurately depicted, and include all information and details necessary for the review.
- At the discretion of Commission staff, pre-permit submissions for projects requiring special zoning or building code approvals or exceptions may be deemed incomplete.
- Demolition projects will generally be considered incomplete without submittal information for the replacement project as well.
- For larger or more complex projects, a massing model, computer animation, Powerpoint presentation, engineering report or other study may be required by Commission staff as applicable.

Building Additions, Rooftop Additions, Dormers, Porches, Decks/Roof Decks

- ☐ Existing and proposed drawings, to include existing site survey, site plan, floor plans, elevations, roof plan, cross and longitudinal sections, and a demolition plan. If elevations are to change substantially, existing and proposed elevations should be presented side-by-side.
- ☐ Photographs of the subject property and other information on existing conditions, such as details, drawings and/or material samples, as applicable to the proposed work.
- ☐ Information on proposed exterior features, such as windows, doors, skylights, railings, exterior materials, finishes and details, etc., as identified above for Exterior Alterations.
- ☐ Any building or zoning code issues/assumptions, if applicable, regarding the proposed work.
- ☐ For some projects, an engineering report, conditions report, or construction phasing plan may be required.
- ☐ **Background and contextual information:** Depending on the type of proposed work, the Commission staff may require the following,
 - Streetscape photographs of the subject block or blocks, both sides of the street and including the subject property. Streetscape photos shall be mounted on board(s) in street number order.
 - Streetscape elevation(s) of the subject block or blocks, including the proposed project, and with all building heights shown (to parapet, ridgeline and eave, porch roof, etc., as applicable). A professional survey of building heights may be required by staff.
 - For front porch projects, a streetscape site plan for the subject block or blocks, including the proposed project, and with all front and side setbacks shown to porch and building faces. A professional survey of setbacks for the subject blocks may be required by staff.
 - Typically for (but not limited to) rooftop additions, dormers, skylights and roof decks, information on the visibility of the proposed work from the public way such as additional photo views, sight-line drawings, on-site mock-ups, existing and proposed renderings, perspective drawings, CAD drawings, photoshop views, and/or, for particularly complex projects, massing models.
 - If the historic condition or configuration is unclear from the existing conditions, archival materials, historical information, and/or physical evidence, as available and applicable to the proposed work, or information on comparative historic conditions, e.g., similar properties in a landmark district or designed by the same architect.

New Infill Construction Projects and Garages

- ☐ Proposed drawings, to include existing site survey, site plan, floor plans, elevations, roof plan, and cross and longitudinal sections.
- ☐ Photographs of the subject property.

- ☐ Information on proposed exterior features, such as windows, doors, skylights, garage doors, railings, exterior materials, finishes and details, etc., as identified above for Exterior Alterations.
- ☐ Any building or zoning code issues/assumptions, if applicable, regarding the proposed work.
- ☐ **Background and contextual information:**
 - Streetscape photographs of the subject block or blocks, both sides of the street and including the subject property. Streetscape photos shall be mounted on board(s) in street number order.
 - Streetscape elevation(s) of the subject block or blocks, including the proposed project, and with all building heights shown (to parapet, ridgeline and eave, porch roof, etc., as applicable). A professional survey of building heights may be required by staff.
 - Streetscape site plan for the subject block or blocks, including the proposed project, and with all front and side setbacks shown to porch and building faces. A professional survey of setbacks for the subject blocks may be required by staff.
 - For projects with rooftop additions, dormers, skylights and roof decks, information on the visibility of the proposed work from the public way may be required by Commission staff, such as additional photo views, sight-line drawings, on-site mock-ups, existing and proposed renderings, perspective drawings, CAD drawings, photoshop views, and/or, for particularly complex projects, massing models.
 - If the historic condition or configuration is unclear from the existing conditions, archival materials, historical information, and/or physical evidence, as available and applicable to the proposed work, or information on comparative historic conditions, e.g., similar properties in a landmark district regarding typical driveway locations, building form and massing conventions, setbacks, fences, etc.

Demolition

- ☐ Existing site plan or site survey.
- ☐ Photographs of the subject property.
- ☐ Information about the subject property, such as date of construction, information on alterations and/or additions, to the extent known, etc.
- ☐ Submitted with information on proposed replacement project.

Other Types of Projects

- ☐ As applicable, the information identified as part of the Submittal Checklist – Permit Applications.

Permit Review Committee – 2011 Submittal Schedule

Submittal Deadline	Community Review Deadline (for packet)	Permit Review Committee Meeting Date
Friday, November 12	Friday, November 19	DECEMBER 2
Friday, December 10	Friday, December 17	JANUARY 6
Friday, January 14	Friday, January 21	FEBRUARY 3
Thursday, February 10	Friday, February 18	MARCH 3
Friday, March 18	Friday, March 25	APRIL 7
Friday, April 15	Friday, April 22	MAY 5
Friday, May 13	Friday, May 20	JUNE 2
Friday, June 17	Friday, June 24	JULY 7
Friday, July 15	Friday, July 22	AUGUST 4
Friday, August 12	Friday, August 19	SEPTEMBER 1
Friday, September 16	Friday, September 23	OCTOBER 6
Friday, October 14	Friday, October 21	NOVEMBER 3
Thursday, November 10	Friday, November 18	DECEMBER 1

Submittal Deadlines

Submission by the above deadlines does not guarantee a place on the Permit Review Committee agenda for a particular meeting date. Placement on the agenda is at the discretion of Commission staff and depends on the receipt of a **complete** submittal package, agenda availability for the particular meeting, and fulfillment of the Community Review requirement.

Community Review

Most projects reviewed by the Commission or the Permit Review Committee require “Community Review” prior to the scheduled public meeting, e.g., applicants may need to attend a community meeting or otherwise provide the public with the opportunity to be informed about the project. The Community Review requirement is determined by the Commission staff, depending on the type of project and the designated landmark.

Contact Commission staff for the specific requirements and for contact names and information for the community group(s) applicable to the particular project. Please note that the **applicant** is responsible for contacting the community group(s), verifying their meeting and submission schedule, submitting the project materials for review, and scheduling the community review in advance of the Commission or Permit Review Committee meeting. It is the responsibility of the community group(s) to forward their comments to Commission in advance of the meeting.

CHICAGO LANDMARKS



PRE-PERMIT SUBMISSION – Project Information Form

Project address

Landmark/Landmark district.....

Project description.....

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Applicant (owner/tenant)

Company

Address

City/State/Zip code

Phone Fax..... Email.....

Architect/Designer

Company

Address

City/State/Zip code

Phone Fax..... Email.....

Primary Contact Person

Phone Fax..... Email.....